

# TRAFFIC CONTROL ASSISTANT

This position is in the Department of Public Works - Infrastructure Services Division and will be filled on a full-time temporary basis for ten to twelve weeks during the summer. An employee in this position may continue to work afterwards on a part-time basis averaging 20 hours a week. However, each position is limited to 1,040 hours per year and is not eligible for benefits.

**PURPOSE:** Under the general direction of the Traffic and Lighting Engineer, performs traffic studies and compiles and analyzes data related to various transportation facilities.

## ESSENTIAL FUNCTIONS:

- ❖ Compile and analyze data on the availability and use of pedestrian, roadway, bicycle, and parking facilities
- ❖ Calculate peak flow rates, average speeds and travel time, and perform other relevant computations.
- ❖ Assist in maintaining and updating a computerized database(s) of traffic and facilities information.
- ❖ Create maps and other relevant data summaries using a CADD system or other software.
- ❖ Prepare inputs for "traffic signal optimization" software and assist with the interpretation of model results.
- ❖ Perform other related duties as assigned.

NOTE: Other equipment used to perform this job includes hand calculator and digital traffic recorder.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

## MINIMUM REQUIREMENTS:

1. Status as a college student in a pre-civil engineering or civil engineering program from a school of engineering whose program is accredited by the Accreditation Board for Engineering and Technology (ABET), who has successfully completed college level course work in math and engineering related studies; students with an interest in Traffic or Transportation Engineering are desired.  
**(College transcripts must be submitted with the application.)**
2. Willingness and ability to perform outdoor work which may involve a moderate degree of walking and stair climbing. (Successful candidates will be required to pass a medical screening prior to appointment.)
3. Ability to work independently and in collaboration with others.
4. Possession of a valid Motor Vehicle Operator's License at time of appointment; and personal access to a properly insured automobile is required for use on the job.
5. Knowledge and experience with CADD systems and other engineering, spreadsheet or database software are desired.
6. Residence in the City of Milwaukee within six months of appointment.

**CURRENT HOURLY SALARY (Pay Range 927) is:**      \$12.09 (Freshman)  
   \$12.09 to \$14.37 (Sophomore, Junior or Senior)

**THE SELECTION PROCESS** will be job-related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job. Separate eligible lists will be produced based on the particular Civil Engineering discipline undertaken by the candidate.

This is a continuing examination. Applications will be accepted and examinations held during **2008** as often as required to meet the needs of the City of Milwaukee. Qualified applicants will be notified by mail of the date, time and place of the test. Persons not accepted to an examination or removed from an eligible list may file a written appeal (including the basis upon which the appeal is made) which must be received by the City Service Commission no later than ten calendar days after the rejection notice was mailed.